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11 February 1981

MEMORANDUM FOR: Director of Data Processing  
FROM: Chief, Administrative Staff  
THROUGH: Executive Officer  
SUBJECT: Weekly Report for the Week Ending  
11 February 1981

TRAVEL

Because of budget cuts in our travel funds, we must reduce our POV travel. Employees moving between Agency buildings on official business should use the Agency shuttle service in lieu of a privately owned vehicle (POV).

Effective 17 February 1981, claims for reimbursement of mileage for official use of POV will not be processed unless authorized by a Division Staff Chief. Your cooperation in this matter would be greatly appreciated through September 1981.

*[Signature]*  
Chief, Administrative Staff

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WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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